

**SPECIAL MEETING MINUTES
TOWN PLANNING AND ZONING COMMISSION
AUGUST 12, 2025
7:00 P.M. HYBRID MEETING
275 BROAD STREET, WINDSOR, CT**

Present: Commissioners Mips, Levine, DeCarlo, Jaggon and Jepsen

Absent: Alternate Commissioners Harvey, Hallowell and Tetteh

Also Present: Town Planner Todd Sealy, Assistant Town Planner Mitchell Vye and Secretary Andrea Marcavitch

I. NEW BUSINESS

Commissioner Mips opened the meeting at 7 p.m.

- A. Public Communications and Petitions (five-minute time limit per person) – None**
- B. Communications and Petitions from the Town Planning and Zoning Commission – None**
- C. C.G.S. §8-24 Referral Requests**

1. CIP (Capital Improvements Program) for FY 2026-2031

Town Planner Todd Sealy reviewed the 8-24 and stated that the six-year CIP provides information regarding the short-term and long-term financial impacts of undertaking projects, which enables policymakers to balance town priorities with town's financial capability to pay for the identified projects. He noted a few highlights and stated the CIP totals approximately \$126 million in projects.

Commissioner Mips stated that she would like to see the Veterans Pool completed sooner.

Commissioner Jepsen asked about the Town Planning and Zoning (TPZ) Commission's role when looking at the CIP and was not sure why it was an 8-24 review. He said he always saw the CIP as a financial plan.

Mr. Sealy provided information to the Commission and stated that the purpose of an 8-24 review is to ensure consistency with long-range plans and the TPZ Commission assesses whether the proposed capital improvements align with the municipalities overall Plan of Conservation and Development (POCD). He said the 8-24 provides a forum for public review and for the Commission.

The commissioners thanked him for the information.

Motion: Commissioner Levine moved that the Town Planning & Zoning Commission, pursuant to CGS Section 8-24, recommend the approval of the proposed FY 2026 – FY 2031 Capital Improvement Plan.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

Mr. Sealy asked that agenda item IV.A. be heard before the Day Hill Road presentation and Chair Mips agreed.

II. MISCELLANEOUS

A. Day Hill Road Corridor Study Presentation and Review

- **Day Hill Design Development District**

Mr. Sealy stated that he would provide a high-level recap of some of the key findings that came out of the Day Hill Corridor Study and how these findings connect directly to the draft regulations that the staff have been working on. He said they are still working on design considerations and are reviewing densities, parcel size requirements, setbacks, building form and height, putting together maps of the transect zones, and affordability requirements. He said the goal is to ensure that these regulations are rooted in the study's recommendations, address the realities of the corridor, and are practical for property owners, developers, and the town for implementation.

Mr. Sealy reported that the Day Hill Corporate Area Planning Study was a six-month, multi-step planning effort, which began in October of 2024 with the Economic Development Committee serving an advisory role for this plan. The project team included economic developers, data analysis, planners, and landscape architects who worked with town officials.

He discussed the following topics from the Study:

- real estate market and opportunity analysis,
- stakeholders,
- history of the area,
- office vacancy rates,
- development opportunity summary,
- guiding principles,
- development focus areas (Waterside Crossing, Goodwin-Baker Hollow and Voya Village),
- current Day Hill zoning,
- open space and land use,
- evolving market, land use trends and flexible zoning,
- two proposed regulations – Adaptive Reuse regulation & Day Hill Corridor Design Development District,
- summary comparison of the proposed regulations, and
- next steps

Commissioner DeCarlo asked if we already have an existing adaptive reuse regulation and Mr. Sealy replied that we do.

Commissioner DeCarlo shared input that any new regulation would have to specify where a developer could use the adaptive reuse regulation.

Commissioner Jepsen stated that in the draft regulation it explicitly referenced two maps of where the regulation would apply. Commissioners agreed and shared input that the regulations would have to be specific where it could be used.

Mr. Sealy continued with the presentation and provided an overview of the proposed Day Hill Corridor Design Development District that staff are working on. He reviewed the focus areas – Voya Village, Waterside Crossing and Goodwin-Baker Hollow.

Commissioner Levine asked if the Waterside Crossing focus area included the Hartford office building and Mr. Sealy responded yes and showed her on the map.

Commissioner Mips shared that she saw the Voya Village area as the residential area and did not want to see that go to a manufacturing use of any kind because there is too much residential in the area and Commissioner Levine agreed.

Mr. Sealy continued that staff are proposing two transects – T1 Residential and T2 Mixed-Use. T1 would encompass areas of moderate residential density, supporting small to medium scale housing in a walkable, neighborhood oriented setting and T2 would feature the most compact and integrated form of development within the corridor allowing for a wide range of land uses and highest densities. He reviewed the permitted uses in each transect and stated that it is still a work in progress.

Commissioner Jepsen asked if the T1 transect would include any kind of assisted living and Mr. Sealy replied yes and that they might have to add that in and provide more details. It was acknowledged that there is not a lot of senior housing options and that they received community feedback that there needed to be more options.

Mr. Sealy continued and reviewed site standards.

Commissioner Jepsen asked if any changes would need to be made with noise regulations as noise will become a factor. Mr. Sealy replied that it was a good question and that noise regulations are found in the town ordinances and differ based on zone types.

Commissioner Mips said that is why they have always kept residential on the north-side of Day Hill Road and Commissioner Jepsen agreed and said that is why he asked the question if they are looking to add residential in new areas. Mr. Sealy said that it is a consideration that staff will have to look at as proposals come in.

Commissioner DeCarlo stated that the Commission would be addressing potential noise issues whenever a new application would come in knowing that there might be residential properties nearby.

Mr. Sealy did not think it would require any change to the noise ordinance but said they would give it consideration. He hoped the focus areas would limit having residential and manufacturing next to each other as much as possible.

Commissioner Mips suggested keeping the residential on the north-side and manufacturing on the south-side because of noise concerns. Mr. Sealy replied that one of the guiding principles that came out of the overall corridor was to keep the residential.

Mr. Sealy continued and reviewed building standards and densities, evaluation criteria, POCD amendment processes, questions they are working to resolve, and goals for the next meeting.

Commissioner Jepsen asked if an increase to affordable housing would shield the town from any 8-30gs in the future. Mr. Sealy replied no, not necessarily and that Connecticut's General Statue 8-30g requires a minimum of 10% affordable housing. He said if towns do not meet the 10% requirement then they are subject to an 8-30g appeal. He said the affordable housing plan was mandated by the State in 2021/2022 and that the plan does not necessarily shield you from an 8-30g application.

Mr. Sealy concluded his presentation and asked if there were any other questions. Commissioner Mips stated that she wished they had heard this presentation before the public hearing application to help give it context. Mr. Sealy apologized.

Commissioner Mips asked for a motion to adjourn, see agenda item VI.

III. BUSINESS MEETING

A. Application Acceptance

1. **Special Use – 43 Court Street, Section 4.5.1, Conversion of existing buildings & Section 4.5.6, Professional offices, R8 Zone, .20 acres, Marrero**
2. **Special Use – 280 Pigeon Hill Road, Section 4.5.16, Increasing accessory building size, AA Zone, 2.4 acres, Maldonado**
3. **Special Use Renewal – 226 Broad Street, Section 5.2.6D(2), Full-service restaurant, B2 Zone, Madigan**
4. **Special Use – 1 Waterside Crossing, Section 8.6L, Adaptive reuse of vacant, underutilized, or obsolete industrial facilities, I Zone, 12.26 acres, Brady Sullivan Properties**
5. **Text Amendment – Add Section 14.2.3A(1)(b)(i)(4), Requirement for Day Hill Road Area Sites, Alford Associates, Inc.**

The above applications will be heard at the September 9th meeting.

IV. PUBLIC HEARINGS

Mr. Sealy read the legal notice into the record.

A. Text Amendment – Add section 8.6L, Adaptive reuse of vacant, underutilized, or obsolete industrial facilities, Brady Sullivan Properties

Attorney Carl Landolina was present and stated he was representing the applicant who is a multi-state developer out of Manchester, NH. He said they look for sites with underutilized or vacant office space and develop those mostly into residential properties with some retail or other uses combined depending on the site and location. He said they are interested in purchasing a vacant office building and found that there was not a mechanism in the regulations that would allow an adaptive reuse. He stated that they had been working with staff to draft a regulation and waiting for the Day Hill Corridor study to be complete and to hear the findings. He said the proposed regulation would meet their needs and others in a larger scope. Attorney Landolina reviewed the proposed changes.

Public Comment:

Darlene Klase of 318 Hitching Post Lane stated that she was a part of the open workshops and that neighbors in the surrounding area had stated that they did not want restaurants and retail open beyond 10 p.m. She asked that part of the regulation be changed to read that it would not be open later than 10 p.m. and perhaps even 9 p.m.

Commissioner DeCarlo clarified that Ms. Klase was referring to Section 8.6L(2)(h)(iii) and Ms. Klase agreed.

Commissioner Levine stated that the parcel the applicant is interested in is very close to La Notte, which is open until 1 a.m. She did not want to create a double standard. Mr. Sealy explained that he added that part of the regulation with a food court or hall in mind. He said moving forward there could be a cap put on it or strike it from the proposed regulation.

Commissioner DeCarlo asked if the proposal was specifically for the Day Hill Road area or the whole town. Mr. Sealy replied that in the commissioner's packets there was a map that showed the focus areas. The buildings shown in blue have been identified suitable for reuse and the proposed text amendment would only apply to those buildings.

Commissioner Levine asked Attorney Landolina about the public comment letter that was received from Alford Associates regarding section 4C and the request to modify square footage of apartments from 700 sq. ft. to 650 sq. ft. and 1,000 sq. ft. to 950 sq. ft. Attorney Landolina replied that he had not seen the letter and a copy of the letter was given to him.

Commissioner DeCarlo stated that he would rather the apartments have a larger square footage and other commissioners agreed.

Mr. Sealy spoke to the density when looking at this regulation and that they were trying to set a baseline density. He said they looked at other districts in the corridor design development districts, like the one for Poquonock Villages, which has 8 units per acre with minimum unit sizes for one-bedroom with 700 square feet and two-bedroom was 1,000 square feet. He said they are looking for feedback.

Commissioner DeCarlo asked about the average room size of the apartments at Great Pond and thought that would be a better area to use as a density reference.

Attorney Landolina responded to Commissioner Levine's earlier question that they are fine with the way that the text amendment is written and would leave it to the Commission's discretion to change it but that it was not their model or what they plan to do.

Commissioner Levine agreed with Commissioner DeCarlo and that the densities should be compatible with the Great Pond development.

Commissioner Levine asked how it would work if only one building is developed at 1 Waterside Crossing when there is another building that is so close to it. Ben Kfoury, who handles acquisitions for

Brady Sullivan Properties, replied that they are talking to the current owner and will do whatever they can to ensure it is in good hands.

Mr. Sealy stated that Commissioner Levine raised a good point and that it is important to consider that if one of these building goes to adaptive reuse that the base underlying zoning would still apply there.

Commissioner Levine stated that it is not so much the use of the building but that if one building is renovated and that other one is not then it leaves a stark contrast.

Commissioner Jepsen shared that he was confused why the text amendment application was being heard before the Commission had heard the presentation on the Day Hill Road Corridor study.

Mr. Sealy replied that the intent behind doing the presentation at the end of the meeting was that the Commission could focus on the body of the text here knowing that the Commission was not going to be making a decision tonight on either regulation. Mr. Sealy apologized.

Mr. Sealy read Christian Alford's public comment letter dated August 12, 2025 into the record.

Commissioner DeCarlo asked if Mr. Alford was correct in his comments that there was no Day Hill Corridor Design Development District and Mr. Sealy responded that it raised a good point and that we do not have that district approved in our regulations yet. He said they might have to figure out a way to reference it and then change it when it is adopted.

Motion: Commissioner Levine moved to continue the public hearing to Tuesday, September 9th. Commissioner Jaggon seconded the motion and it passed 5-0-0.

The Commission continued to agenda item II.A.

V. PUBLIC COMMUNICATIONS AND PETITIONS – None

VI. ADJOURNMENT

Motion: Commissioner Levine moved to adjourn the meeting at 8:54 p.m. Commissioner Jepsen seconded the motion and it passed 4-0-0.

Respectfully submitted, _____, Andrea D. Marcavitch, Recording Secretary on August 12, 2025.

Jill Levine, Secretary